

CHECK-INS

- Checkin Questions are used to answer a periodic question, like what you have been working on.
- We also use these to help the team prepare for meetings, allowing us to make the most efficient use of our time together.

The screenshot shows a Basecamp HQ interface. At the top, there's a navigation bar with links for Home, Latest activity, Pings, Hey!, Campfires, Reports, Find..., and a user profile icon. Below the navigation is a section titled "Basecamp HQ" with a "Notify me about new answers" button, a Bookmark button, and a File... button. The main content area has a heading "What did you work on today?" followed by a note that it's asking 53 people every weekday at 5pm. A green "Add your answer" button is present. Below this, a section titled "Today" lists three responses:

- Carrie Brooks, Customer Advocate**
It was quieter today, so I had some extra time to catch up on some non-case things, such as:
 - reading through a handful of Basecamp announcements I bookmarked last week for when I'd have a quiet moment to process them... I'd still love a way to mark something to "read later" (separate from bookmarking)
 - catching up on OMG's [About the Team](#) series
 - reading some recent SVN posts
 - submitting some KYC questions for this month
- Conor Muirhead,**
 - Put the final touches on making people editable from the people spreadsheet and from Adminland, ships Monday!
 - Tackled some quick fix to-dos I've had on my plate for a bit
- Scott Upton, Umami**
 - [Hooked up](#) a "Download" link on attachments and renamed the original link "View full-size." This better [matches expectations](#) and gives people a way to get the file on their hard drive.
 - [Also brought back](#) the "Delete" link within the to-dos edit/bulk edit menu. Sometimes you really do want to put the to-do in the trash and it's [confusing to customers](#) that you can only do this from the perma.
 - Checked out the new on boarding flow and related code changes.
 - Thought some more about how to shift relative dates when starting a project from a template.

SCHEDULE

- The Schedule serves as a Calendar for your Team/Project
- Use it to share important upcoming events.
- Share team events (including performances, etc) with the HQ.

